MAGTFTC, MCAGCC 29 PALMS DEERS/RAPIDS ID CARD OFFICE

Active Duty/Reserve military must be in uniform and properly groomed

LOCATION/PHONE NUMBERS/HOURS: The DEERS/RAPIDS ID card office is located in the G-1 Combat Center Personnel Office aboard the Marine Air Ground Combat Center (MCAGCC), 29 Palms, Village Center, Bldg. 1551, between 4th & 5th and Sturgis & Griffin streets. The parking lot entrance is off 4th street. DEERS has three telephone numbers: (760) 830-1911/1922/5365. Please call prior to coming in to make sure you have all the correct identification and supporting documentation required for an ID card and/or DEERS enrollment. The hours of operation are from 0730 to 1600, Monday through Friday, and closed for all federal holidays and base holiday liberty periods as listed in Combat Center Bulletin (CCBul) 1050 available at: http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx

APPOINTMENTS/WALK-INS: Officers, SNCOs, DoD employees, and family members may call for an appointment. The first appointment of the day is 0740 and thereafter every 20 minutes. Appointment times are approximate, subject to system availability. Walk-ins are welcome without an appointment on a first-come, first-served basis. Appointments take precedence and are strongly encouraged as wait times for walk-ins could be lengthy or cut off prior to actual office closing time depending on customer volume and/or system wait time.

ID CARD ISSUANCE/PKI CERITFICATES INFORMATION: Two forms of identification are required for ID card issue or renewal from the list below.   NAF employees must present an "Attestation of USMC NAF Employee Privileges Eligibility" statement from their Personnel Office for initial issue or renewal. DOD Contractors must be entered and verified in DEERS via the Contractor Verification System (CVS) by their Trusted Agent (TA) for initial issue or renewal. Civil Service employees (APF) must be entered and verified in DEERS by DCPDS for initial issue of the Common Access Card (CAC). Official documentation of a government email address must be presented to add PKI certificates to a CAC.

LOST/ STOLEN/CONFISCATED COMMON ACCESS CARD (CAC): In order to issue a new CAC ID card to individuals who have lost, stolen, confiscated or destroyed CACs, the DEERS ID card office will be required to scan an official report or document into the DEERS data base prior to issuance of a replacement CAC. Acceptable documents are: (1) A civilian police report; (2) A report from PMO; (3) A letter or memorandum from either: (a) the individual's unit security manager (S2); (b) the individual's supervisor; or (c) for contract employees, the sponsoring Trusted Associate Sponsoring System (TAS) Trusted Agent. The letter or memorandum may be typed or handwritten, and must be prepared on the activity's letterhead, dated and signed via ink or digital signature. This only applies to the CAC, not to family member ID cards.

DOCUMENTS REQUIRED: *Please call for more information specific to your situation!*

- For adult family member ID card renewal, the following original documents must be provided:
  One primary document from the below list, and one secondary document; or, two primary documents may also be presented.
- The military sponsor must be present for all family member ID card renewals; or present a sponsor signed DD Form 1172-2; or a valid General or Special Power of Attorney.
- To add a U.S. citizen spouse to DEERS, the following original documents must be provided:
  State/Federal photo ID, Social Security Card, Birth Certificate, Marriage Certificate (State Certified).
- To add a Non U.S. citizen spouse to DEERS, the following original documents must be provided:
  Foreign Passport, VISA or I-551 (Green Card), Birth Certificate translated into English.
- To add a legitimate child to DEERS, the following original documents must be provided:
  Birth Certificate or Hospital Proof of Birth.

YOU MUST PROVIDE TWO DOCUMENTS, *ORIGINAL OR CERTIFIED COPY FROM THE ISSUER*, ONE OF WHICH MUST BE FROM THE "PRIMARY" COLUMN

PRIMARY	SECONDARY
➢ Unexpired U.S. Military ID card	• Certificate of U.S. Citizenship *(INS Form N-560 or N-561)*
	• Certificate of Naturalization *(INS Form N-550 or N-570)*
➢ Unexpired Military Dependent ID card	• Unexpired Reentry Permit *(INS Form I-327)*
	• Unexpired Refugee Travel Document *(INS Form I-571)*
➢ Unexpired Driver's license or ID card issued by federal, state, local, government agency or outlying possession of the U.S. with photo	• Unexpired School ID with a photo
	• Voter's Registration Card
➢ Unexpired U.S. or foreign passport	• Native American tribal document
	• Unexpired driver's license issued by a Canadian government authority
➢ Unexpired U.S. Coast Guard or Merchant Marine card	• U.S. Social Security Card issued by the SSA
	• Certificate of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*
➢ Unexpired Permanent Resident or Alien Registration Receipt Card with photo *(INS Form I-151 or I-551)*	• Original birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal
	• U.S. Citizen ID Card *(INS Form I-197)*
➢ Unexpired Temporary Resident Card *(INS Form I-688)*	• ID Card for use of Resident Citizen in the U.S. *(INS Form I-179)*
	• Unexpired employment authorization document issued by the INS
➢ Unexpired Employment Authorization Card *(INS Form I-688A)*	*For persons under the age of 18 who are unable to present a document listed above, you must provide one of the following:*
➢ Unexpired Employment Authorization document issued by the INS which has a photo *(INS Form I-688B)*	o School record or report card o Clinic, doctor or hospital record o Day-care or nursery school record
➢ Unexpired Foreign National ID card with photo	

Helpful websites:

- Main reference: IDENTIFICATION CARDS FOR MEMBERS OF THE UNIFORMED SERVICES, THEIR ELIGIBLE FAMILY MEMBERS, AND OTHER ELIGIBLE PERSONNEL, MCO 5512.11D: (http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx)

- DEERS/RAPIDS Self-Service Portal: https://www.dmdc.osd.mil/self_service/

- DEERS/ RAPIDS ID card office Site Locator: http://www2.dmdc.osd.mil/rsl/appj/site;jsessionid=LLSNPgFC0vq8T4VDLq0MTpgs1GpxY1r8jWdG3y7JYCW1BlgKnWVG!757606749?execution=e1s1

- Commander, Navy Installations Command: http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/AdministrativeServices/CommonAccessCardProgram/DEERSRAPIDS/index.htm

- Defense Manpower Data Center (DMDC): https://www.dmdc.osd.mil/smartcard/owa/ShowPage?p=index

- Homeland Security Presidential Directive 12, Policy for Identification: http://www.dhs.gov/xabout/laws/gc_1217616624097.shtm

- DD Form 1172-2: http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1172-2.pdf